



24<sup>th</sup> February, 2022

<b>National Stock Exchange of India Limited</b> Listing Department. Exchange Plaza, C-1, Block- G, Bandra Kurla Complex, Bandra (East) Mumbai - 400 051. <b>Symbol: DELTACORP</b>	<b>BSE Limited</b> Corporate Relation Department, Listing Department, Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai - 400 001. <b>Scrip Code 532848</b>
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Dear Sir/Madam,

**Sub: Intimation to Shareholders Holding Shares in Physical Mode for Updating Of Valid PAN, KYC and Nomination Details.**

Pursuant to Regulation 30 and Part A of Schedule III of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed herewith a copy of the letter being sent to the shareholders holding shares in physical mode in compliance with the SEBI Circulars dated 3<sup>rd</sup> November, 2021 and 14<sup>th</sup> December, 2021.

The Company has informed the physical shareholders to furnish their valid PAN, KYC and nomination details to the Registrars and Transfer Agent of the Company i.e., Freedom Registry Limited.

This is for your information and records.

Thanking You.

Yours Sincerely,  
For Delta Corp Limited

**Dilip Vaidya**  
Company Secretary & General Manager - Secretarial  
FCS: 7750

(Encl.: As above)

**Regd. Office :** 10, Kumar Place, 2408, General Thimayya Road, Pune - 411 001.

Bayside Mall, 2nd Floor, | Phone : +91 22 4079 4700  
Tardeo Road, Haji Ali, | Fax : +91 22 4079 4777  
Mumbai - 400 034. India | Email : secretarial@deltin.com  
URL : www.deltacorp.in | CIN : L65493PN1990PLC058817



Dear Shareholder

**Subject: Request for Updating KYC details as per SEBI Circular No. SEBI/HO/MIRSD/MIRSD RTAMB/P/CIR/2021/655 dated 3<sup>rd</sup> November, 2021 ("Circular 1") and Issuance of Securities in Dematerialized Form In Case of Investor Service Requests as per SEBI Circular No. SEBI/HO/MIRSD/ MIRSD RTAMB/ P/CIR/2022/8 dated January 25, 2022 ("Circular 2").**

We refer to the above **Circular 1** issued by SEBI that mandates all the Listed Companies to record the **PAN, Nomination, KYC Details** of all the shareholders and **Bank Account details** of first holder in the account. This is applicable for all the security holders in **Physical Mode**.

**The salient features and requirements of the Circular 1 are as follows:**

**A) Non - Updation of KYC Folios:**

Wherein any **ONE** of the cited details/ documents (i.e. **PAN, Bank Details, Nomination**) are not available with us, on or after April 01, 2023, shall be frozen as per aforesaid SEBI Circular 1.

**Notes:**

1. The securities in the frozen folios shall be:
  - Eligible to lodge any grievance or avail service request from the RTA **only after** furnishing the complete required documents/details as aforesaid.
  - Eligible for any payment including dividend, interest or redemption amount (**which would only be paid through electronic mode**) upon complying with the above stated requirements.
2.
  - a) The formats for Updation of KYC and Nomination details viz., Forms ISR-1, ISR-2, ISR-3, SH-13, SH-14 and SEBI circular are available on our website [www.deltacorp.in](http://www.deltacorp.in)
  - b) For registering the new bank details, mandatory submission of Original cancelled Cheque leaf bearing the name of the 1<sup>st</sup> holder or alternatively, to submit a copy of the bank passbook/statement of account, attested by the bank branch is required.
  - c) Bankers Attestation of Signature of Shareholder.
  - d) Shareholder have to compulsorily provide the information of 1. Postal Address with Pin 2. Mobile No. 3. Email Id 4. Client Master List.

**Regd. Office :** 10, Kumar Place, 2408, General Thimayya Road, Pune – 411001.

Bayside Mall, 2nd Floor, Tardeo Road, Haji Ali, Mumbai - 400 034. URL : <a href="http://www.deltacorp.in">www.deltacorp.in</a>	Phone : +91 22 4079 4700 Fax : +91 22 4079 4777 Email : <a href="mailto:secretarial@deltin.com">secretarial@deltin.com</a> CIN : L65493PN1990PLC058817
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**B) Mandatory Linkage of PAN with Aadhar :**

As per the Central Board of Direct Taxes (CBDT) it is mandatory to link PAN with Aadhar for resident investors by March 31, 2022. Security holders who are yet to link PAN with Aadhar number are requested to get the same done before March 31, 2022. Post March 31, 2022 or any other date as may be specified by the CBDT, RTA will accept for registration only valid PANs which have been linked to their corresponding Aadhar number.

**The folios in which no PAN registered against the same/or have invalid PAN registered on RTA's records, as on the notified cutoff date of March 31, 2022 or any other date as may be specified by the CBDT shall also be frozen.**

**Keeping the above statutory requirements in view, members holding securities in physical form are requested to furnish valid PAN, KYC details and Nomination immediately to the Company/RTA in the required attached forms (as detailed below), to ensure that, their folios are not frozen on or after April 1, 2023.**

**Please note that after December 31, 2025, the frozen folios shall be referred by RTA/Company to the administrating authority under the Benami Transactions (Prohibitions) Act, 1988 and/or Prevention of Money Laundering Act, 2002.**

Further, we refer to the **Circular 2** issued by SEBI that mandates all the Listed Companies to issue Securities in dematerialized form only (vide Gazette Notification no. SEBI/LAD-NRO/GN/2022/66 dated January 24, 2022) while processing the service requests related to

- i. Issue of duplicate securities certificate;
- ii. Claim from unclaimed suspense account;
- iii. Renewal/Exchange of securities certificate;
- iv. Endorsement;
- v. Sub-Division/Splitting of securities certificate;
- vi. Consolidation of securities certificate/folios;
- vii. Transmission
- viii. Transposition.

Further the operational guidelines for processing the above mentioned service requests and the format of Form ISR – 4 are available on **our website [www.deltacorp.in](http://www.deltacorp.in)** and on the website of **our STA [www.freedomregistry.co.in](http://www.freedomregistry.co.in)**



**In the connection of aforesaid circulars following forms are attached to this letter:**

<b>Sr. No.</b>	<b>Purpose</b>	<b>Form No.</b>
1.	Request for registering PAN, KYC details or changes/ updation thereof	Form ISR -1
2.	Confirmation of Signature of securities holder by the Banker	Form ISR - 2
3.	Registration of Nomination	Form SH-13
4.	Cancellation OR Variation of Nomination	Form SH-14
5.	Declaration for Opting-out of Nomination by holders of physical securities in Listed Companies	Form ISR -3
6.	Request for issue of Duplicate Certificate and other Service Request (as mentioned in point iii to viii)	Form ISR-4

Document can be sent by using any **ONE** of the following modes for submission:

1. In Person Verification (IPV): By producing the originals to the authorised person of the STA, who will retain copy (ies) of the document(s).
2. In hard Copy: By furnishing self-attested photocopy (ies) of the relevant document, with Date.
3. With e-sign: In case your email is already registered with us, you may send the scanned Copies of your KYC documents with e-sign at mail Id support@freedomregistry.co.in

**In case of any queries, kindly contact our Share Transfer Agent (STA):**

Freedom Registry Limited  
Plot No 101/102, MIDC, 19<sup>th</sup> Street,  
Satpur, Nashik, - 422007  
Tel: 0253 - 2354032  
Email: support@freedomregistry.co.in  
Website: www.freedomregistry.co.in

**Thanking You,**  
**For Delta Corp Limited**  
Sd/-  
**Dilip Vaidya**  
**Company Secretary & GM - Secretarial**  
**FCS No. 7750**

**Date: 21<sup>st</sup> February, 2022**

**Encl: As below**

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CIN : L65493PN1990PLC058817

# FORM ISR-1

(SEBI circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021)

## REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THEREOF

[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

### A. I / We request you to Register / Change / Update the following (Tick relevant box)

<input type="checkbox"/> PAN	<input type="checkbox"/> Bank details	<input type="checkbox"/> Signature
<input type="checkbox"/> Mobile number	<input type="checkbox"/> E-mail Address	<input type="checkbox"/> Registered Address

### B. Security and KYC Details: [to be filled in by the First Holder]

Name of the Issuer Company		Folio No.:
Name(s) of the Security holder(s) as per the Certificate(s)		1. 2.
Number & Face value of securities		
Distinctive number of securities (Optional)	From	To

#### KYC Details:

E mail address:	
Mobile No.:	

### C. I/We are submitting document's as per Table below (tick as relevant, refer to the instructions):

Name(s) of the security holder(s) as per PAN Copies of PAN of all Holder(s) duly self-attested with date to be enclosed with this form.	PAN	PAN linked to Aadhar Tick any one ( <input checked="" type="checkbox"/> )*
1.		<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		<input type="checkbox"/> Yes <input type="checkbox"/> No

Note: \*PAN shall be valid only if it is linked to Aadhar by March 31, 2022\* or any other date as may be specified by CBDT

#### Bank Account Details of First Holder:

Name of the Bank & Branch:	IFSC
Bank A/c No:	Tick any one ( <input checked="" type="checkbox"/> ) - Acct type <input type="checkbox"/> Savings <input type="checkbox"/> Current <input type="checkbox"/> NRO <input type="checkbox"/> NRE <input type="checkbox"/> Any other [ ]

Note: Original cancelled Cheque leaf bearing the name of the first holder is mandatory, failing which first security holder shall submit copy of bank passbook/ statement attested by the Bank for registering the bank Account details.

Demat Account Number:	16 digit DP/CL [ ]
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Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.

Authorization: I / We authorise you (RTA) to update the above PAN and KYC details in my / our above folio (s) use *Separate Annexure if extra space is required* in which I / We are the holder(s) (strike off what is not applicable)

Declaration: All the above facts stated are true and correct.

	First Holder	Joint Holder-1	Joint Holder-2	Joint Holder-3
Signature				
Name				
Address				
PIN				

Note: If the address mentioned above differs from the address registered with the Company, you are requested to record the new address by submitting the documents as specified in point (3) overleaf.

I/We are submitting documents as per Table below (tick ✓ as relevant, refer to the instructions):



No.	✓	Document/Information/Details	Instruction/Remark
1.	<input type="checkbox"/>	PAN of (all) the (joint) holder(s)	PAN copies of all the holder(s) duly self-attested with date to be enclosed. PAN shall be valid only if it is linked to Aadhaar by March 31, 2022, or any date as may be specified by the CBDT. For Exemptions / Clarifications on PAN, please refer to Objection Memo as specified in SEBI circular.
2.	<input type="checkbox"/>	Demat Account Number	Provide Client Master List (CML) of your Demat Account, provided by the Depository Participant.
3.		Proof of Address of the first Holder	<p><b>Provide self-attested copy of any ONE of the documents, issued by a Govt. Authority, only if there is change in the address;</b></p> <p><input type="checkbox"/> Client Master List (CML) of your Demat Account, provided by the Depository Participant.</p> <p><input type="checkbox"/> Valid Passport/ Registered Lease or Sale Agreement of Residence/ Driving License/Flat Maintenance Bill*</p> <p><input type="checkbox"/> Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill - Not more than 3 months old.</p> <p><input type="checkbox"/> Identity card (with Photo) / document with address, issued by Central/State Government and its Departments, Statutory / Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions.</p> <p><input type="checkbox"/> For FII / sub account, Power of Attorney given by FII / sub- account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken.</p> <p><input type="checkbox"/> The proof of address in the name of the spouse*</p> <p><b>* Kindly provide additional self-attested copy of Identity Proof of the holder/ Claimant.</b></p>
4.	<input type="checkbox"/>	Bank details	Provide the latest copy of the bank statement attested by the Bank with details of bank name, branch, account number and IFSC, Original cancelled cheque leaf bearing the name of first holder or Bank passbook. Alternatively, Bank details available in the CML as enclosed will be updated in the folio.
5.	<input type="checkbox"/>	E-mail address	As mentioned on Form ISR-1, alternatively the E-mail address available in the CML as enclosed will be updated in the folio.
6.	<input type="checkbox"/>	Mobile	As mentioned on Form ISR-1, alternatively the mobile number available in the CML as enclosed will be updated in the folio.
7.	<input type="checkbox"/>	Specimen Signature	Provide banker's attestation of the signature of the holder(s) as per Form ISR - 2 and Original cancelled cheque leaf bearing the name of the first holder.
8.		Nomination	<p><b>Submit Form(s) as per any ONE of the following options.</b></p> <p><input type="checkbox"/> SH-13 For First Time Nomination</p> <p><input type="checkbox"/> SH-14 For Change in Existing Nomination</p> <p><input type="checkbox"/> <b>SH-14 and ISR-3</b> For Cancellation of existing Nomination and to "Opt-Out"</p> <p><input type="checkbox"/> <b>ISR-3 To "OPT-Out"</b> of Nomination or if No-Nomination is required</p>

Note: All the above forms are also available on the website of the RTA.

## Form ISR - 2

(Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

### Confirmation of Signature of securities holder by the Banker

1. Bank Name and Branch	
2. Bank contact details Postal Address Phone number E-mail address	
3. Bank Account number	
4. Account opening date	
5. Account holder(s) name(s)	1) 2) 3)
6. Latest photograph of the account holder(s)	
7. Account holder(s) details as per Bank Records	
a) Address	
b) Phone number	
c) Email address	
d) Signature(s)	
Signature verified as recorded with the Bank	
Seal of the Bank	
	(Signature)
Place:	Name of the Bank Manager
	Employee Code
Date:	E-mail address

# Form No. SH-13

## Nomination Form

[Pursuant to section 72 of the Companies Act, 2013 and rule 19(1) of the Companies (Share Capital and Debentures) Rules 2014]

To

Name of the company:

Address of the company:

I/We the holder(s) of the securities particulars of which are given hereunder wish to make nomination and do hereby nominate the following persons in whom shall vest, all the rights in respect of such securities in the event of my/our death.

**(1) PARTICULARS OF THE SECURITIES** (in respect of which nomination is being made)

Nature of securities	Folio No	No. of securities	Certificate No.	Distinctive No.

**(2) PARTICULARS OF NOMINEE/S**

Name:	Date of Birth:
Address:	Occupation:
Father's/Mother's/ Spouse's name:	Nationality:
Relationship with the security holder:	E-mail id:

**IN CASE NOMINEE IS A MINOR**

Name of guardian:	Date of birth:
Address of guardian:	Date of attaining majority

**Signature(s) as per Specimen recorded with the Company**

	First Holder	Joint Holder-1	Joint Holder-2	Joint Holder-3
Signature				
Name				

**Witness Details:**

Name and Address of Witness	Signature
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# Form No. SH-14

## Cancellation or Variation of Nomination

[Pursuant to sub-section (3) of section 72 of the Companies Act,2013 and rule 19(9) of the Companies (Share Capital and Debentures) Rules 2014]

To

Name of the company:

Address of the company:

I/We hereby cancel the nomination(s) made by me/us in favor of.....  
..... (name and address of the nominee) in respect of the below mentioned securities.

Or

I/We hereby nominate the following person in place of ..... as nominee in respect of the below mentioned securities in whom shall vest all rights in respect of such securities in the event of my/our death.

### (1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being opted out)

Nature of Securities	Folio No.	No. of Securities	Certificate No.	Distinctive No.

### (2) PARTICULARS OF NEW NOMINEE/S

Name:	Date of Birth:
Address:	Occupation:
Father's/Mother's/ Spouse's name:	Nationality:
Relationship with the security holder:	E-mail id:

### (3) IN CASE NOMINEE IS A MINOR

Name of guardian:	Date of birth:
Address of guardian:	Date of attaining majority

Signature(s) as per Specimen recorded with the Company

	First Holder	Joint Holder-1	Joint Holder-2	Joint Holder-3
Signature				
Name				

Witness Details:

Name and Address of Witness	Signature
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# Form ISR - 3

## Declaration Form for Opting-out of Nomination By holders of physical securities in Listed Companies

(SEBI circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

[Under Section 72 r/w Section 24 (1) (a) of Companies Act, 2013 r/w Section 11(1) and 11B of SEBI Act, 1992 and Clause C in Schedule VII and Regulation 101 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

Name of the Company:

Registered Address of the Company:

I / we the holder(s) of the securities particulars of which are given hereunder, *do not wish to nominate* any person(s) in whom shall vest, all the rights in respect of such securities in the event of my /our death.

PARTICULARS OF THE SECURITIES (in respect of which nomination is being opted out)

Nature of Securities	Folio No.	No. of Securities	Certificate No.	Distinctive No.

I/ we understand the issues involved in non-appointment of nominee(s) and further are aware that in case of my /our death, my/our legal heir(s) /representative(s) are required to furnish the requisite documents / details, including, Will or documents issued by the Court like Decree or Succession Certificate or Letter of Administration / Probate of Will or any other document as may be prescribed by the competent authority, for claiming my / our aforesaid securities.

Signature(s) as per Specimen recorded with the Company

	First Holder	Joint Holder-1	Joint Holder-2	Joint Holder-3
Signature				
Name				

Witness Details:

Name and Address of Witness	Signature
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# Form ISR-4

(Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/8 dated January 25, 2022 on Issuance of Securities in dematerialized form in case of Investor Service Requests)  
**Request for issue of Duplicate Certificate and other Service Requests**  
(For Securities - Shares / Debentures / Bonds, etc., held in physical form)

Date: \_\_\_ / \_\_\_ / \_\_\_\_

**A. Mandatory Documents / details required for processing all service request:**

**I / We are submitting the following documents / details and undertake to request the Depository Participant to dematerialize my / our securities within 120 days from the date of issuance of Letter of Confirmation, received from the RTA/Issuer Company (tick  as relevant, refer to the instructions):**

- Demat Account No. (If available):  
Provide Client Master List (CML) of your Demat Account from the Depository Participant\*
- Provide the following details, if they are not already available with the RTA (see SEBI circular dated November 03, 2021 in this regard)

PAN	Specimen Signature
Nomination / Declaration to Opt-out	

\*(Your address, e-mail address, mobile number and bank details shall be updated in your folio from the information available in your CML). You can authorize the RTA to update the above details for all your folios. In this regard, please refer to and use Form ISR-1 in SEBI circular dated November 03, 2021.

**B. I / We request you for the following (tick  relevant box)**

<input type="checkbox"/> Issue of Duplicate certificate	<input type="checkbox"/> Claim from Unclaimed Suspense Account
<input type="checkbox"/> Replacement / Renewal / Exchange of securities certificate	<input type="checkbox"/> Endorsement
<input type="checkbox"/> Sub-division / Splitting of securities certificate	<input type="checkbox"/> Consolidation of Folios
<input type="checkbox"/> Consolidation of Securities certificate	<input type="checkbox"/> Transmission
<input type="checkbox"/> Transposition ( <i>Mention the new order of holders here</i> )	

**C. I / We are enclosing certificate(s) as detailed below\*\*:**

Name of the Issuer Company	
Folio Number	
Name(s) of the security holder(s) as per the certificate(s)	1. 2. 3.
Certificate numbers	
Distinctive numbers	
Number & Face value of securities	

\*\* Wherever applicable / whichever details are available

**D. Document / details required for specific service request:**

- I. Duplicate securities certificate
- II. Claim from Unclaimed Suspense Account

Securities claimed	(in numbers) (in words)
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- III. Replacement / Renewal / Exchange of securities certificate  
(that is defaced, mutilated, torn, decrepit, worn out or where the page on the reverse is fully utilized)
- IV. Endorsement
- V. Sub-division / Splitting of securities certificate
- VI. Consolidation of securities certificate/Folios
- VII. Transmission
- VIII. Transposition

*Provide / attach original securities certificate(s) for request for item numbers III to VIII above.*

**Declaration:** All the above facts stated are true and correct to best of my / our knowledge and belief.

	First Holder	Joint Holder-1	Joint Holder-2	Joint Holder-3
Signature				
Name				

After processing the service request, the RTA shall issue a 'Letter of Confirmation' to the securities holder/claimant, which is valid only for 120 days. Using this 'Letter of Confirmation', the securities holder/claimant shall request the DP to dematerialize the securities, failing which the securities shall be credited to the Suspense Escrow Demat Account of the Company.